

POLICE OFFICER FIRST CLASS

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Patrol the entire city or an assigned part thereof and investigate irregular conditions and circumstances, suspicious persons, and their activities; detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, make arrests as required by law, and perform other duties as assigned or indicated.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior. This class ranks immediately below that of Police Sergeant.

EXAMPLES OF WORK

(Illustrative only.)

Patrol assigned area on foot or in a radio cruising car, as required.

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.

Visit specific locations in order to obtain evidence.

Give special assistance to fire trucks, ambulances, doctors' cars, and public utility emergency repair vehicles in getting through traffic and congested areas during emergencies.

Investigate suspects, victims, witnesses, and informers to obtain evidence.

Direct traffic and keep it moving; mark cars for overtime parking.

Investigate traffic accidents and make reports to headquarters.

Watch for and investigate suspicious activities; be on the alert for wanted and missing persons, stolen cars and property.

Answer questions for, direct, and assist the public.

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public.

Maintain order in crowds and at public gatherings.

Receive and transmit radio messages from radio patrol car.

Escort parades, funeral processions, and convoys. Serve subpoenas and execute warrants, as directed.

Arrest law violators as required by law.

Search arrested persons for offensive or dangerous weapons and incriminating evidence.

Escort prisoners to headquarters and have them booked on charges.

Escort prisoners to court and testify in court when required.

Make reports.

Do other related work as instructed by superior.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Good judgement and general intelligence.

Considerable knowledge of the city, including location of principal streets and buildings.

Good observation and memory.

Good knowledge of laws and ordinances governing police work.

Some knowledge of the fundamentals of first aid.

Ability to be courteous yet firm with the public.

Ability and willingness to keep informed on modern methods of police work.

Ability and willingness to understand and carry out oral and written directions.

Ability to write clear and comprehensive reports.

Skill and sound discretion in the use of firearms.

F.C.C. permit required for operation of radio.

Ability to get along with others.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must have served at least six (6) months probational and six (6) months permanent in the class of Police Officer.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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